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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report of Records Holdings

FROM: [redacted]
Records Management Officer, OMS
1D4040 Hdqs.

EXTENSION

NO.

DATE 14 Oct. 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Records Systems Branch 1236 Ames Building				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: Records Systems Branch
1236 Ames Building

FROM: (Directorate and Office)
DDA/OMS/R&SD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1545
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				43
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				150
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				965
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 147	÷ 7 =	21
	Audio Tapes	120	÷ 20 =	6
	Video Tapes	77	÷ 7 =	11
	Disc Packs	0	÷ 2 =	0
	Word Processing Magnetic Tapes	0	÷ 72 =	0
	Word Processing Magnetic Cards		÷ 6 =	0
	Magnetic Diskettes 5¼"		÷ 5 =	0
	Magnetic Diskettes 8"		÷ 2 =	0
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 33	NUMBER (35mm) 0	16mm ÷ 84 =	.4
			35mm ÷ 54 =	0
	Aperture Cards		÷ 6 =	0
	Microfiche ~~318~~		318 ÷ 6 =	53
7. TOTAL VOLUME ON HAND (1 through 6)				2794
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				2777
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	17
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				24

STAT

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10/14/83
DATE

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

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TO: OIS/RMD
1236 Ames

FROM: (Directorate and Office) DDI/RMO
2F42 Hqs.

1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 31,292.15
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				2,977.63
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				18,708.21
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				42,256.50
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 6,541.89	÷ 7 =	942.73
	Audio Tapes	--	÷ 20 =	--
	Video Tapes	2,439.00	÷ 7 =	364.13
	Disc Packs	42	÷ 2 =	22.00
	Word Processing Magnetic Tapes	28.8	÷ 72 =	.4
	Word Processing Magnetic Cards		10.8 ÷ 6 =	1.8
	Magnetic Diskettes 5¼"		54.85 ÷ 5 =	10.97
	Magnetic Diskettes 8"		55.82 ÷ 2 =	27.91
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 7,709	NUMBER (35mm) 7673	16mm ÷ 84 =	91.77
			35mm ÷ 54 =	142.10
	Aperture Cards		2,211.6 ÷ 6 =	368.50
	Microfiche		2,159.4 ÷ 6 =	359.90
7. TOTAL VOLUME ON HAND (1 through 6)				97,566.7
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				95,164
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	2,402.7
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				11,014.6

STAT

SIGNATURE OF RECORDS OFFICER

9/11/82
DATE

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~~CONFIDENTIAL~~

ANNUAL REPORT OF RECORDS HOLDINGS

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TO: Chief, Records Systems Branch, RMO
Office of Information Services

FROM: (Directorate and Office) Chief, Info Mgmt Staff DDO
DDO/RMO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			25161.7	25161.7
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			3790.5	413.8
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			388.3	118.2
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			0	0
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 484	÷ 7 =	69.1
	Audio Tapes	2080	÷ 20 =	104.0
	Video Tapes	589	÷ 7 =	84.1
	Disc Packs	151	÷ 2 =	75.5
	Word Processing Magnetic Tapes	64	÷ 72 =	.9
351.7	Word Processing Magnetic Cards		13.3 ÷ 6 =	2.2
	Magnetic Diskettes 5¼"		18.7 ÷ 5 =	3.7
	Magnetic Diskettes 8"		24.4 ÷ 2 =	12.2
	Paper Tapes (on reels)	0	÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 11669 / NUMBER (35mm) 1805	16mm ÷ 84 =	138.9
			35mm ÷ 54 =	33.4
	Aperture Cards		0 ÷ 6 =	0
309.1	Microfiche		654.3 ÷ 6 =	109.1
Odd Type Microform Records Held By DDO				27.7
7. TOTAL VOLUME ON HAND (1 through 6)				326 26,354.5
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				26,626.0
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	271.5
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

25X1

25X1

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[redacted] OFFICER

2 NOV 1983
DATE

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